Submit a Lab Proposal

Create and Submit a Proposal (for National Laboratories only)

1 Introduction

The Department of Energy (DOE) Office of Science (SC) issues many announcements each year to solicit research proposals from colleges and universities, non-profit and for-profit research organizations, DOE's national laboratories, small businesses, and other federal research organizations. The Office of Science issues two types of funding announcements:

- Funding Opportunity Announcements (FOAs), which may be open to one or more institution types (please read the eligibility requirements in a given FOA for details); and
- DOE National Laboratory Announcements, which are open only to DOE laboratories.

The purpose of this document is to provide step-by-step instructions for users to follow to submit a proposal to a DOE National Laboratory Announcement.

2 Prerequisites

Before a user can submit a proposal to a DOE National Laboratory Announcement in PAMS, the following criteria must be met:

- The user has an external PAMS account.
- The user is associated to a DOE National Laboratory.
- A DOE National Laboratory Announcement is open.

3 Submitting a DOE National Laboratory Proposal

Use the following steps to locate, create, and submit a proposal to a DOE National Laboratory Announcement.

3.1 Selecting a DOE National Laboratory Announcement

Before you can submit a proposal to a DOE National Laboratory Announcement, you must first select the Announcement you would like to submit to. Use the following steps to browse and select a DOE National Laboratory Announcement.

1. Log in to your external PAMS account at (*Figure 1*): https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx.

Figure 1. PAMS External Login

2. From the PAMS Homepage, click **View/Respond to Solicitations** and skip to step 4 **OR** Navigate to the "Proposals" tab (*Figure 2*).
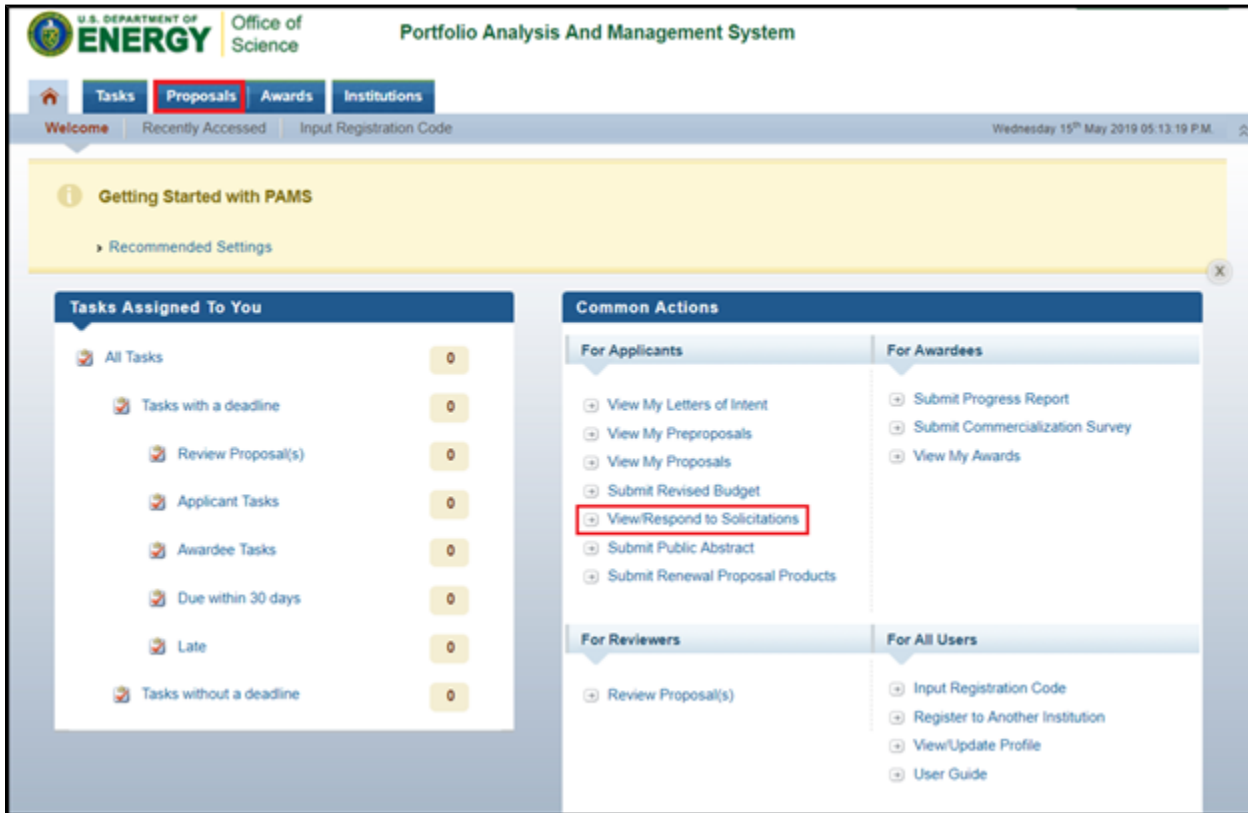

Figure 2. PAMS Homepage

3. PAMS will load the Guide Me subtab. Select **View DOE National Laboratory Announcements** in the Solicitations column under "What would you like to do?" (*Figure 3*).
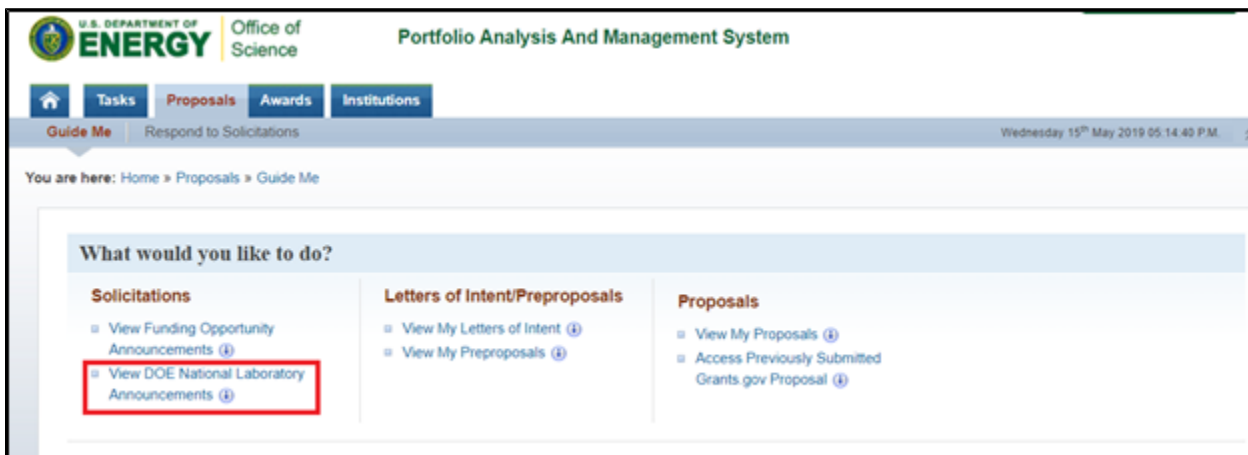

Figure 3. Proposals – Guide Me, View DOE National Laboratory Announcements

4. PAMS will load the "DOE National Laboratory Announcements – List" page, which displays a list of all open and closed DOE National Laboratory Announcements. Browse the list or use the filters or advanced search above the grid to locate the DOE National Laboratory Announcement you would like to submit to. Once you have selected a DOE National Laboratory Announcement, click **Submit Proposal** in the **Action/Views** menu in the Options column. (*Figure 4*)
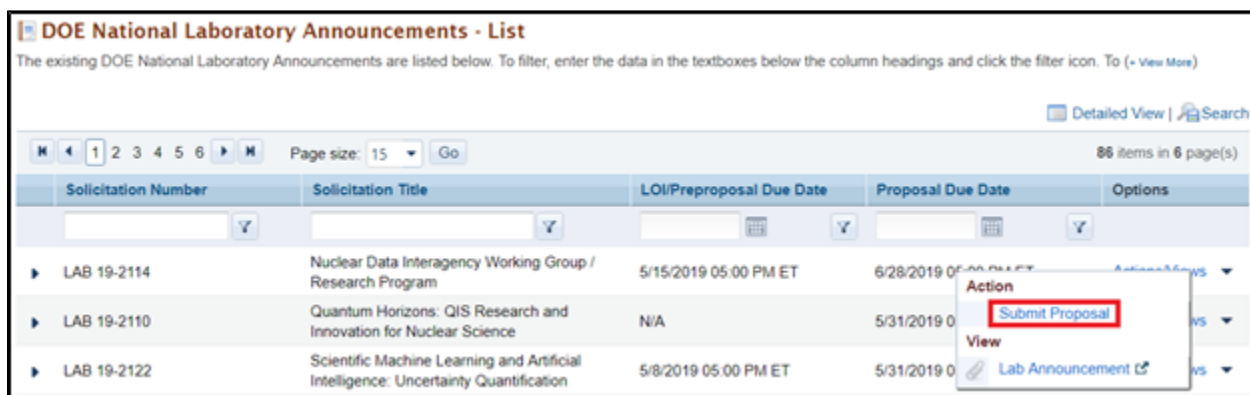
Figure 4. DOE National Laboratory Announcements – List, Submit Proposal

3.2 Submitting to a DOE National Laboratory Announcement

Upon clicking **Submit Proposal** in the **Action/Views** menu for a specific DOE National Laboratory Announcement, PAMS will load the "DOE National Laboratory Announcements – Submit Proposal" page. DOE National Laboratory proposals consist of four sections: Cover Page, Budget, Subawards (optional), and Attachments. To submit a proposal, you must complete all of the required fields in each section.

Use the following steps to complete a proposal for a DOE National Laboratory Announcement.

3.2.1 Cover Page

The Cover Page is used to record basic information about the proposal. Use the following steps to complete the Cover Page.

1. PAMS will first load the Cover Page tab of the proposal. Refer to the table below to complete the required fields in the Cover Page section.

Required Fields

Element	Description
Institution	PAMS will auto-populate the name of the National Laboratory to which you are registered (*Figure 5*).
Principal Investigator Information	Select a Principal Investigator (PI) by clicking **Select PI** on the right side of the section header (*Figure 5*). PAMS will load the "Select PI" page (*Figure 8*). Browse the list or use the filters or advanced search above the grid to locate the PI you would like to select. Once you have chosen a PI, click **Select PI** in the **Action** menu in the Options column. PAMS will return you to the "DOE National Laboratory Announcements – Submit Proposal" page, and populate the remaining fields in the Principal Investigator Information section.
Sponsored Research Official /Business Official /Administrative Official (SRO/BO /AO) Information	Select a Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) by clicking **Select SRO/BO/AO** on the right side of the section header (*Figure 5*). PAMS will load the "Select SRO/BO/AO" page (*Figure 9*). Browse the list or use the filters or advanced search above the grid to locate the SRO you would like to select. Once you have chosen an SRO, click **Select SRO/BO /AO** in the **Action** menu in the Options column. PAMS will return you to the "DOE National Laboratory Announcements – Submit Proposal" page, and populate the remaining fields in the Sponsored Research Official/Business Official/Administrative Official (SRO /BO/AO) section.
Proposal Title	Enter a title for the proposal (*Figure 6*).
Program Manager	Click the dropdown, and select a Program Manager (*Figure 6*).
Proposal Type	Click the dropdown, and select a Proposal Type (*Figure 6*).
1. Are Human Subjects Involved?	Select the "Yes" or "No" radio button (*Figure 6*). NOTE: If you select "Yes", you must complete the "1a. If Yes, is the project exempt from Federal regulations?" subsection.
2. Are vertebrate animals used?	Select the "Yes" or "No" radio button (*Figure 7*). NOTE: If you select "Yes", you must complete the "2a. If Yes, is the IACUC review pending?" subsection.

Figure 5. DOE National Laboratory Announcements – Submit Proposal, Cover Page 1

Figure 6. DOE National Laboratory Announcements – Submit Proposal, Cover Page 2

Figure 7. DOE National Laboratory Announcements – Submit Proposal, Cover Page 3

Figure 8. Select PI

Figure 9. Select SRO/BO/AO

2. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Cover Page and Continue to Next Section", and click **Go** (*Figure 10*).

Figure 10. DOE National Laboratory Announcements – Submit Proposal, Choose Action

Note	You can save your progress without navigating away from the page at any point by clicking the "Choose Action" dropdown, selecting "Save Cover Page", and clicking "Go".

3. PAMS will save the Cover Page tab, and navigate you to the Budget tab.

3.2.2 Budget

The Budget tab consists of twelve sections: the Budget Period table, Budget Period Information, Senior/Key Person, Additional Senior Key Persons, Other Personnel, Equipment Description, Travel, Participant/Trainee Support Costs, Other Direct Costs, Direct Costs, Other Indirect Costs, and Total Direct and Indirect Costs. Use the following steps to complete the Budget tab.

Refer to the table below to complete the required fields in the Budget tab.

1. Click the **Edit** icon for each section of the budget that needs to be updated. Click **Continue** in that section to save your edits. (Figures 11-13)

Required Fields

Element	Description
Budget Period Start Date	Click the **Edit** icon, in the Budget Period Information header, and enter a start date for the budget period (*Figure 11*).
Budget Period End Date	Click the **Edit** icon, in the Budget Period Information header, and enter an end date for the budget period (*Figure 11*).

Note	If the section does not apply to your budget, leave it blank.

Guide Me　Respond to Solicitations

ALL PROPOSALS «

General ▲

LOI/Prepopals
　My Letters of Intent
　My Prepropals

Proposals
　My Proposals
　Access Previously
　Submitted Grants.gov
　Proposal

You are here: **Home** » **Proposals** » **Guide Me** » General [🗓] » **My Proposals**

🗓 **DOE National Laboratory Announcements** - **Submit Proposal**

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Subawards, and Attachments. The (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

| ✔ Cover Page | ✖ Budget | ✔ Subawards (optional) | ✖ Attachments |

▼ **000200000: [Institution Name, City, State]**　　PI: [LastName, FirstName]

Title: [Proposal Title]

⊕ Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	

Period 1　Budget Summary

Budget Tab Instructions

Budget Period Information 🖊

★ Budget Period Start Date	Not Provided
★ Budget Period End Date	Not Provided

A. Senior/Key Person 🖊

#	Name	Project Role	Months	Requested Salary ($) ⓘ	Fringe Benefits ($) ⓘ	Funds Requested ($)
Total Funds requested for all Senior Key Persons in the attached file						Not Provided
					Total Senior/Key Person	Not Provided

▼ Additional Senior Key Persons (Maximum 1)　　　　Attach File

No documents attached

B. Other Personnel 🖊

# of Personnel	Project Role	Months ⓘ	Requested Salary($) ⓘ	Fringe Benefits ($) ⓘ	Funds Requested ($)
				Total Other Personnel	Not Provided
				Total Salary, Wages and Fringe Benefits (A+B)	Not Provided

C. Equipment Description 🖊

#	Equipment Item		Funds Requested ($)
		Total Equipment	Not Provided

D. Travel 🖊

#	Item	Funds Requested ($)
1.	Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions)	Not Provided
2.	Foreign Travel Costs	Not Provided
	Total Travel	Not Provided

E. Participant/Trainee Support Costs 🖊

#	Item	Funds Requested ($)
1.	Tuition/Fees/Health Insurance	Not Provided
2.	Stipends	Not Provided
3.	Travel	Not Provided
4.	Subsistence	Not Provided
5.	Other	Not Provided
	Number of Participant/Trainees (Not Provided)	
	Total Participant/Trainee Support Costs	Not Provided

F. Other Direct Costs 🖊

#	Item	Funds Requested ($)
1.	Materials and Supplies	Not Provided
2.	Publication Costs	Not Provided
3.	Consultant Services	Not Provided
4.	ADP/Computer Services	Not Provided
5.	Subawards/Consortium/Contractual Costs	Not Provided
6.	Equipment or Facility Rental/User Fees	Not Provided
7.	Alterations and Renovations	Not Provided
8.	Other	Not Provided
	Total Other Direct Costs	Not Provided

G. Direct Costs

#	Item	Funds Requested ($)
1.	Total Direct Costs (A thru F)	Not Provided

H. Other Indirect Costs ✎		
#	Item	Funds Requested ($)
	Total Indirect Costs	Not Provided

I. Total Direct and Indirect Costs		
#	Item	Funds Requested ($)
1.	Total Direct and Indirect Costs (G+H)	Not Provided

[Back]   [Choose Action ▾] [Go]

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to select applicants and projects for financial awards. The data you supply will be used for these future funding decisions by DOE.

Public reporting burden for this collection of information is estimated to average 1.072 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records & Privacy Management Division, IM-23, Paperwork Reduction Project 1910-5178, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5178, Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is required.

Figure 11. DOE National Laboratory Announcements – Submit Proposal 1

Note

- When entering budget information for multiple budget periods, you may enter the first budget period's information and click **Copy from Previous Period** to copy data over from the previous period (*Figure 12*). This will eliminate the need to duplicate budget information for every year.
- Once you have copied a budget period, you can make any necessary edits by clicking the **Edit** icon.
- If you choose not to **Copy from the Previous Period**, you can click the next Budget Period tab and update the appropriate budget sections by clicking the **Edit** icon.

Figure 12. DOE National Laboratory Announcements – Submit Proposal, Budget – Add Budget Period
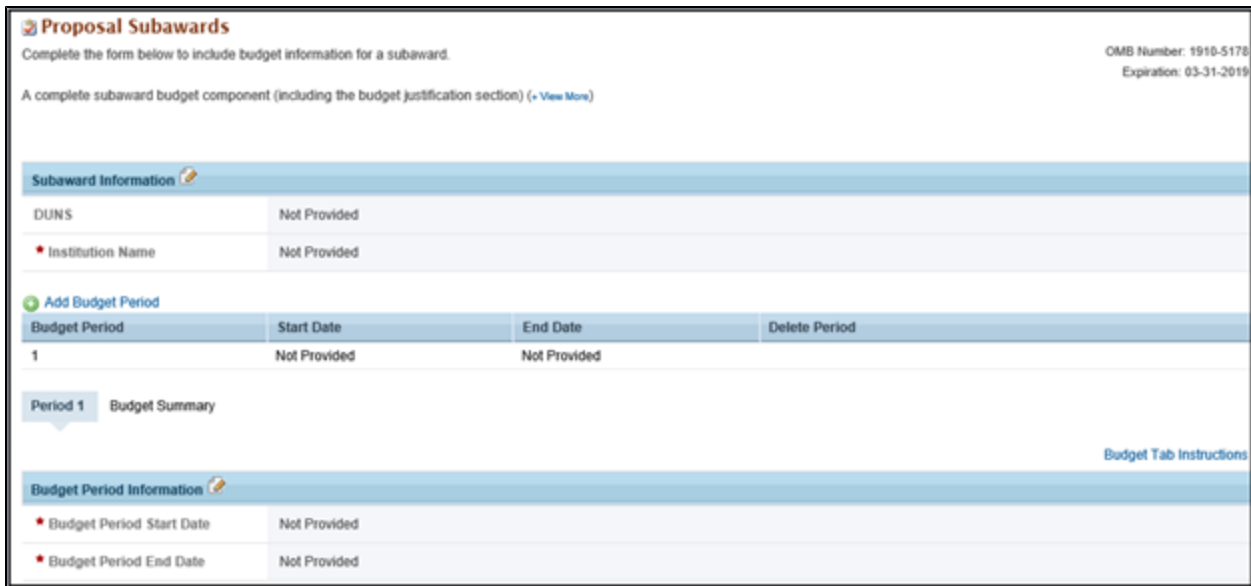
2. Once you have completed all of the required and necessary fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Budget and Continue to Next Section", and click **Go** (*Figure 13*). PAMS will save the Budget tab, and navigate you to the Subawards tab.

Figure 13. DOE National Laboratory Announcements – Submit Proposal, Save

3.2.3 Subawards (optional)

The Subawards tab is an optional section. If your proposal includes a Subaward(s), you will need to complete the Subawards tab. If your proposal does not include a Subaward(s), leave the Subawards section blank, and move on to the Attachments tab.

Use the following steps to provide Subaward budgets.

1. Click **Add Subaward** at the top of the page (*Figure 14*). Provide budget information (follow the steps in *Section 3.2.2 Subawards (optional)*, step 3) for each Subaward you add.

Figure 14. DOE National Laboratory Announcements – Submit Proposal, Subawards (optional), Add Subward

2. Click the **Edit** icon for each section of the budget that needs to be updated, and then click **Continue** in that section to save your edits.

Required Fields

Element	Description
Subaward Information	Click the **Edit** icon, in the Subaward Information header, and enter the Institution Name (*Figure 15*).
Budget Period Start Date	Click the **Edit** icon, in the Budget Period Information header, and enter a start date for the budget period (*Figure 15*).
Budget Period End Date	Click the **Edit** icon, in the Budget Period Information header, and enter an end date for the budget period (*Figure 15*).

Note	If the section does not apply to your budget, leave it blank.

Figure 15. Proposal Subawards

3. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Subawards and Continue to Next Section", and click **Go** (*Figure 16*). When you have finished providing the necessary information, choose the appropriate save option from the **Choose Action** dropdown, and click **Go** to continue to the next section.
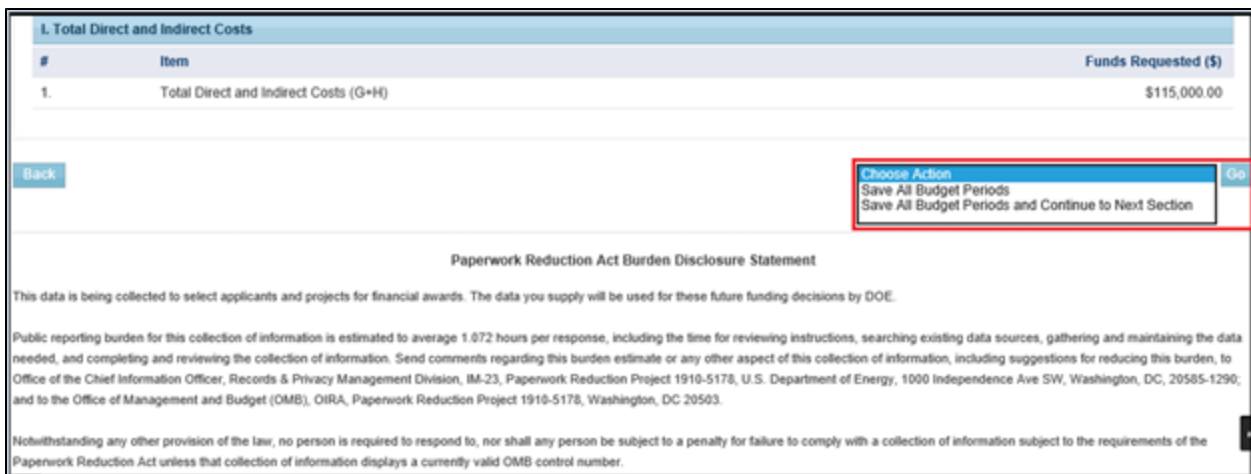
Figure 16. DOE National Laboratory Announcements – Submit Proposal, Budget – Save All Budget Periods

3.2.4 Attachments

The Attachments tab is used to upload required documents for the proposal. It consists of four sections: Project Summary/Abstract, Budget Justification Attachment, Proposal Attachment, and Other Attachments. Use the following steps to complete the Attachments tab.

Required Fields

Element	Description
Proposal Summary/Abstract	Upload the Project Summary Abstract. PAMS will accept one (1) document in this field only.
Budget Justification Attachment	Upload your Budget Justification. PAMS will accept one (1) document in this field only.
Proposal Attachment	Upload your Project Narrative. PAMS will accept one (1) document in this field only.

1. To attach a required document, click **Attach File** in the header. This will expand the section (*Figure 17*).

2. Click **Choose File**, and browse your computer for the file you would like to attach.

3. Once you have selected a file, click **Upload** to attach the file to the proposal.

Note	You may enter a description of the document in 500 characters or less in the Description field before clicking **Upload** and attaching the file.

4. When you have finished attaching the required documents, click the **Choose Action** dropdown, select the appropriate Save option, and click **Go** (*Figure 18*).

Figure 18. DOE National Laboratory Announcements – Submit Proposal, Attachments – Save

3.3 Submitting your Proposal

Once all of the proposal tabs are complete (marked by a green checkmark next to each tab name), you can submit your proposal to the DOE National Laboratory Announcement. Use the following steps to complete and submit your proposal.

1. Click the **Choose Action** dropdown in the bottom right corner of the page, select **Submit to DOE**, and click **Go** (*Figure 19*).

Figure 19. DOE National Laboratory Announcements – Submit Proposal, Submit to DOE

2. PAMS will redirect you to the "My Proposals" page, and display a Success message confirming that your proposal has been submitted successfully (*Figure 20*).

Figure 20. My Proposals – Success Message